

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Risk Management Division

DIVISION

Item No.	Description	Retention
	THIS SCHEDULE SUPERCEDES SCHEDULE NUMBER C-705	
1.	<u>General Correspondence</u> Original incoming letters, copies of outgoing letters, memoranda, studies, staff meeting minutes, reports, directives, policies and other material related to the Administration of the Division	Screen annually and destroy that material no longer needed for current business Directives, policies, minutes and other material related to the planning and policy that illustrates the development of the division, retain permanently for eventual transfer to State archives
2.	<u>General Accounting Records</u> Records, our office copies of commitments, direct payments, purchase orders, requisitions, goods received memoranda, travel and expense reports, mileage reports, cash receipts and tuition reimbursements	Retain for four (4) years, then destroy
3.	<u>Special Accounting Records</u> Audit reports (internal and external, financial or program)	Retain one (1) copy permanently for eventual transfer to State archives
4.	<u>Leave and Time Sheets</u> This file contains office copies of employee's annual, disability and F.S.L.A. daily time recordings	Retain for three (3) years, then destroy

Schedule Approved by
Records Management Officer

11/9/99
Date

William W. Parker
Signature

Schedule Approved by
Chief Administrative Officer

Nov. 10, 1999
Date

John H. Kromm
Signature

Schedule Approved by
Agency, or Division Representative

11/9/99
Date

Sam A. [Signature]
Signature

Schedule Approved by
State Archivist

FEB 18 2000
Date

Edward C. [Signature]
Signature

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

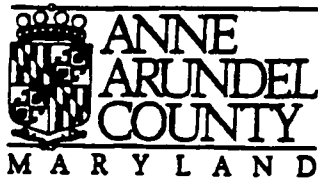
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Item No.	Description	Retention
5.	<p><u>Unofficial Personnel Files</u></p> <p>Files contain information on current and past employees</p> <p>A. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards doctor slips, accident reports, resumes, etc.</p>	<p>Screen annually and destroy that material no longer needed for current reference. Retain divisional personnel records for two (2) years after termination, then forward to Personnel</p>
6.	<p><u>Safety</u></p> <p>Records related to the safety risk management functions of the division under the following subject titles</p> <p>A. <u>Safety General</u> - Correspondence information, research or special programs, procedures and policies</p> <p>B. <u>Inspections, Complaints and Investigation Files</u> - Files contain case history of safety inspections and investigations conducted as well as complaints handled</p> <p>C. <u>Hazardous and Toxic Substances Files (MOSH)</u> - Files contain information concerning manufacturers M.S.D.S., employers generated chemical lists with M.S.D.S. attached and information distributed to employees to make them aware of where chemicals are used and protection to be used when working with these chemicals</p> <p>D. <u>OSHA, MOSH Files</u> - Files contain information on safety violations, personal injury, general safety for Bureau of Labor Statistics (State and Federal agencies)</p> <p>E. <u>Training Files</u> - Files contain attendance records, course descriptions and dates given</p>	<p>Screen annually and destroy material no longer needed for current business</p> <p>Directives, policies, minutes and other material related to the planning and policy that illustrates the development of the division, retain permanently for transfer to State archives</p> <p>Retain for three (3) years, screen and destroy material no longer needed for current business</p> <p>Retain for forty (40) years, then destroy</p> <p>Retain MOSH records for three (3) years, then destroy. Retain OSHA records for five (5) years, then destroy</p> <p>Screen lesson plans and attendance records annually. Destroy material no longer needed for current business</p>

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7.	<p><u>Self-Insurance Fund</u></p> <p>Records related to the self-insuring functions of the division under the following subject titles</p> <p>A. <u>Self-Insurance Fund Committee</u> - Consists of required Self-Insurance Fund Committee meetings, minutes and related supporting legal, policy, directives and general correspondence</p> <p>B. <u>Workers' Compensation Files</u> - Open and active Workers' Compensation claim files</p> <p>Closed Workers' Compensation claim files</p> <p>C. <u>General Liability Files</u> - Open and active Liability claims against the Self-Insurance Fund other than auto</p> <p>Closed General Liability files</p> <p>D. <u>Automobile Liability and Comprehensive/Collision Files</u> - Open and active vehicle liability, collision or comprehensive claims</p> <p>Closed Auto files</p> <p>E. <u>Self-Insurance Fund Computer Reports</u> - Contains reports, statistics concerning accident liability system to include year-end reports</p> <p>F. <u>Miscellaneous Claims</u> - Contains those claims made against the County which are not contained in 7. C & D</p>	<p>Retain permanently for eventual transfer to State archives</p> <p>Retain until file can be placed in closed files</p> <p>Retain for forty (40) years, then destroy</p> <p>Retain until file can be placed in closed files</p> <p>Retain for five (5) years, then destroy</p> <p>Retain until file can be place in closed files</p> <p>Retain for five 5 years, then destroy</p> <p>Screen annually and destroy that material no longer needed for current business. Accident and Liability System data and year-end reports permanently stored on electronic data medium and periodically transfer to State Archives.</p> <p>Maintain for five (5) years after occurrence date, then destroy</p>



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Item No.	Description	Retention
8.	<u>County Property Files</u> Records related to County-owned buildings under the following subject titles A. <u>Property Damage Claims</u> - Files of closed or inactive property damage claims and subrogation efforts B. <u>Insurance Policies</u> - Contains expired commercial insurance policies and related correspondence. C. <u>Active Leases (County is Lessor)</u> - Leases with insurance requirements are arranged alphabetically by address and who originating agency is D. <u>Property Files</u> - Files contain correspondence, deeds and miscellaneous information obtained for insurance purposes on County-owned buildings and structures E. <u>Inactive Property Files</u> - Files contain correspondence, deeds and miscellaneous information obtained for insurance purposes on County non-owned buildings and structures	 Claim information stored on electronic data medium in property damage file. Retain for six (6) years, then destroy Retain policies in division permanently until no longer needed, <i>then destroy</i> Retain in division until lease expires or is terminated, then transfer to Real Estate Division. <i>Then destroy.</i> Retain permanently. Screen annually and destroy material not needed for current business and periodically transfer to State archives. Retain in division for three (3) years, then transfer to the Real Estate Division

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FEB 18 2000

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Date

Signature

Edward C. Papenfuss